



TRAINING OPPORTUNITY  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Goals and Goal Setting

Dates/Hour/Location: 8 February 05, Bldg 1520 classroom 2,  
0800-1600

Course length: 1 Day

Registration Deadline: 1 February 05

Cost: \$100.00 Based upon 10 of participants

Vendor/Address: Frederick Community College/JTA Customized  
Training, 7932 Opossumtown Pike, Frederick, MD 21702

Course Overview:

Your Company Benefits When:

- ◆ Planning has occurred and all workers are focused on common goals
- ◆ Employees are aware of workplace expectations
- ◆ Objectives are measurable and a guide to success

A common purpose is meaningful in the workplace. Goals & Goal Setting guides participants through the process of creating expectations in the workplace, demonstrating techniques to achieve various objectives and the impact on strategic planning

Results

- ◆ Identify measurable goals, the role of goal setting and the connection to strategic planning
- ◆ Gain insight on motivation and collaboration
- ◆ Understand managers and individual workers roles in the goal setting process
- ◆ Develop a set of goals for you at your place of work

Target Audience: All employees

Course Manager: Tel. 301-619-3360, Fax 301-619-2884 or E-Mail: [USAGDCTEE@DET.AMEDD.ARMY.MIL](mailto:USAGDCTEE@DET.AMEDD.ARMY.MIL)

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).